

REFERENCE TOOLS: DICTIONARY, THESAURUS, ENCYCLOPEDIA, ATLAS, ALMANAC, AND STYLE MANUAL

Students review which references to use when

Zone In **Free Write**

1. Students write as many words as possible in 1 minute.
2. Write on the board the target number of words for the group (10 times the number of students). Students don't have to worry about spelling—just quantity and speed.
3. Give the keyword INFORMATION. Say GO; time 1 minute. STOP.
4. Students count their words. Add everyone's total to get the total for the group. Did the group make the goal? Ask for volunteers to read their lists.

Topic **Using reference books**

(Materials: **Choosing References** ◇◇◇ and a dictionary, thesaurus, encyclopedia, atlas, and almanac)

Introduction

Where would you look for the definition of the word "reiterate?" (Answer: *dictionary*)
Where would you look for a synonym of the word "reiterate?" (Answer: *thesaurus*)

Explain: Different reference materials are used for different types of information. What do you use these for?

Dictionary

Use to look up a word's definition, spelling, pronunciation, part of speech, and origin.

Thesaurus

Use to look up synonyms (words that mean the same), antonyms (words that are opposite), part of speech.

Encyclopedia

Use to find basic, general information about a subject. Good for dates, brainstorming, finding related topics, and fact checking. Encyclopedias are often multi-volume; entries are listed alphabetically. Beware of out-of-date encyclopedias with out-of-date information!

Atlas

Use to find maps and answer geographic questions about a place.

Almanac

Published every year, it contains facts, statistics, and other information about people, places, and events.

Style Manuals

Style manuals or guides help format punctuation, quotes, footnotes, bibliographies, and other elements of writing in a consistent style. Some teachers recommend manuals. Popular guides include *The Chicago Manual of Style* and *The Elements of Style*.

Activity

Use reference books to complete the handout. *Answers: (1) E; (2) D; (3) B; (4) A; (5) C*

Wrap up

What other types of reference books do people use regularly? .



CLINIC 23 HANDOUT

CHOOSING REFERENCES

Activity 1: Fill In

Use reference books to find the following information

The population of Nigeria _____

The place where the author Maya Angelou was born _____

The names of five continents _____

What happened in the great San Francisco earthquake? _____

The country whose largest city is Dar es Salaam _____

Activity 2: Matching

Match the correct reference with the items listed

A) Style Guide B) Encyclopedia C) Dictionary D) Almanac E) Atlas

1. _____ Miles between Chicago and Wichita

2. _____ Who won the World Series in 1998

3. _____ Name of Albert Einstein's mother

4. _____ When to use a hyphen

5. _____ Pronunciation and meaning of "floccinaucinihilipilification"